

Texas Woman's University

Library Policy Manual

Policy Name: Unattended Belongings Policy

Last Library Review: April 2019

Next Library Review: April 2020

Purpose: To establish guidelines for unattended belongings and possessions to ensure a safe environment at the Denton, Dallas and Houston Library locations.

Definitions:

Unattended belongings – Books, laptops, book bags, backpacks, briefcases, cell phones, tablets or other personal effects in a public place where people can access and remove items without your knowledge.

User – all TWU students, faculty, staff, alumni, visitors, and community members.

Policy:

The Texas Woman's University Libraries are committed to providing a safe and secure environment for all users. We also want to ensure your personal items and investment in academic work are secure.

Library Guidelines

1. Leaving personal belongings unattended – even in a safe place – can make you vulnerable to theft. Computers, phones, purses, wallets, and other items should be taken with you when you leave. **The TWU Libraries are not responsible for loss, theft, or damage to personal property.**
2. Lockers are designed for temporary use. In Denton, the Library Security Guards or designated staff will empty all locker contents before the Library opens each morning. Contents removed from the lockers can be claimed at the Library's Information Desk on the 1st floor. **The TWU Libraries are not responsible for personal property removed from the lockers.**
3. Anytime a user leaves the TWU Libraries, all personal belongings should be in their possession.
4. If you are missing personal belongings, check with either the Library's Information Desk or campus DPS.

Remember: **STUDY SMART and keep personal belongings SECURE.**

Review:

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.